

REAL ESTATE DEVELOPMENT SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To support real estate projects during development/contract negotiations and actively manage the sale/leasing of City-owned property. This position provides highly responsible, complex support to many City departments.

Supervision Received and Exercised:

Receives general supervision from the Community Development Director and the Deputy Community Development Directors.

Exercises functional and technical supervision over professional, technical and administrative support staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Coordinate appropriate duties and functions with the Economic Development Office; the Community Development Director, the Deputy Community Development Director(s), City Attorney and the City Manager.
- Advise, consult and provide information to the Community Development Department regarding redevelopment; contracts; private/public partnerships; federal and regional grants and projects neighborhood revitalization; and economic development.
- Produce and review a variety of contracts and agreements pertaining to publicprivate partnerships; redevelopment projects; related grants and programs. Author, amend, send and receive a variety of correspondence regarding such contracts and agreements.
- Maintain a reputation of excellence and integrity through consistent, honest, and value-added services.
- Analyze, develop and present recommendations on complex economic development/redevelopment proposals; provide technical expertise in the formulation of recommendations on financial and development plans.

Real Estate Development Supervisor (continued)

- Prepare and submit reports, correspondence and documents to the Community Development Department Director, the City Manager, and the City Council as well as the appropriate regional, state, and federal government agencies.
- Communicate effectively regarding City development requirements with outside agencies, the development community, neighborhood organizations, nonprofits, Board and Commissions, and resident groups.
- Confer with and coordinate the work of other departments, engineers, developers, architects, attorneys, property owners, consultants, a variety of agencies and the general public in a way that creates value for all parties.
- Actively participate in a variety of boards, professional groups, commissions and planning committees; present information and recommendations on projects, programs and documents of a specialized nature in a variety of community meetings.
- Ensure Department and City management and elected officials have relevant, accurate and timely information to make meaningful administrative and policy decisions.
- Establish a strong working relationship with the business community and organizations aligned with business growth and development.
- Provide hands-on collaboration with other city staff, business owners and developers to initiate strategies that support Tempe's ability to attract and retain businesses including incentive policies, addressing infrastructure needs, processes and programs.
- Solicit and use meaningful feedback from City staff on policies and procedures to support Community Development. Analyze and resolve operational and procedural problems that impact efficient delivery of value-added services.
- Lead interdisciplinary teams on specific projects related to site remediation/preparation for development activity; new infrastructure and transportation projects that support development; and financial plans to support projects that encourage long-term economic growth.
- Keep a computerized inventory of City-owned properties; demographic data and relevant GIS information and coordinate with the FIT Department.
- Manage, negotiate, prepare and administer leases for City owned property and properly leased by the City; coordinate the inspections and maintenance

Real Estate Development Supervisor (continued)

Minimum Qualifications:

Experience:

Equivalent to five years of full-time, professional experience with complex municipal real estate transactions, development agreement negotiations, redevelopment project management, and related federal grant or neighborhood revitalization programs; including two years of administrative and supervisory responsibility.

Education:

Equivalent of a Bachelor's degree from an accredited college or university with major course work in public administration, urban planning, economics, business administration, or a degree related to the core functions of the position. A Master's degree related to the core functions of the position is preferred.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

Work in stationary position for an extended period length of time; Majority of work conducted on a computer or calculator; Extensive reading and close vision work (documents).

Competencies:

(Pending)

Job Code: 394

Status: FLSA - Exempt/ Classified